

ABSENCE FROM DUTY REQUEST

DATE _____

APPROVAL (IS) (IS NOT) GIVEN FOR UNION REPRESENTATIVE TO LEAVE HIS/HER REGULAR DUTIES TO TRANSACT APPROPRIATE BUSINESS.

If disapproved, reason: _____

Representative's Signature

Supervisor's Signature

☐ **Unit Chairperson** ☐ **Union Representative** ☐ **Representative**

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Destination (Code)	Bldg. No.	Est. Time	Time Left	Time Returned	Time Used

CHECK OR COMPLETE AS REQUIRED TO INDICATE NATURE OF BUSINESS

☐ **To consult or negotiate with the EMPLOYER pursuant to Article 3 of this agreement.**

☐ **To represent a UNIT employee(s) or act as the Union Representative during:**

☐ **The preparation of a grievance.** ☐ **The presentation of a grievance.**

☐ **The preparation of an Arbitration.** ☐ **The presentation of an Arbitration.**

☐ **The preparation of an MSPB.** ☐ **The presentation of an MSPB.**

☐ **To participate on a committee.**

☐ **To enter into problem resolving discussions with the EMPLOYERS with respect to matters affecting the employee's conditions of employment.**

☐ **As otherwise authorized by this agreement, regulations or the Act.
(Cite Section of the Agreement, regulation or the Act.) _____**